



# राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

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शिमला, शुक्रवार, 14 जनवरी, 2005/24 पौष, 1926

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हिमाचल प्रदेश सरकार

FINANCE DEPARTMENT  
(TREASURIES AND ACCOUNTS ORGANISATION)

NOTIFICATION

*Shimla-9, the 14th January, 2005*

No. 11-12/75-Fin. (T & A).—Consequent upon introduction of one additional paper of Computer Applications for SAS (OB) Part-I & Part-II Examination to be conducted by the Himachal Pradesh Public Service Commission, the Governor, Himachal Pradesh, in consultation with the Himachal Pradesh Public Service Commission, is pleased to amend the syllabus of these examinations prescribed under H. P. Subordinate Accounts Service (OB) examination Rules, 1975 as per Annexure enclosed with immediate effect.

YOGESH KHANNA,  
Additional Chief Secretary.

NAME OF DEPARTMENT : FINANCE (T &amp; A)

SUBJECT : SYLLABUS FOR HIMACHAL PRADESH STATE  
SAS (OB) PART-I & II EXAMINATION.

Rule/Col. No. 8	Existing Provision	Provision approved by the Commission
1	2	3
Col. 5 of Part-I Appendix Syllabus	<b>Paper-V</b> Time Allowed—2.30 hrs. Max. Marks—100  Local Rules and Public Works Accounts Code (Without Books)  1. Center Public Works Accounts Code (Excluding portion relating to Adminis- trative Matters)  2. Account Code Volume-III (Chapter I, II, III, Section 1, 2, 5 & 6).	<b>Paper-V</b> Time Allowed—1.30 hrs. Max. Marks—50  Computer Applications : Part-A Theory (Without Books)  1. Computer Basics  (i) An introduction to Computers.  (ii) An overview of Computer Hardware. (iii) Types of Computers (20 Marks).  2. Standard Application of Soft- ware.  (i) M. S. Word (ii) M. S. Excel (iii) M. S. Power Point (iv) Internet/E-Mail Service (30 Marks).  Part-B Practical (Without Books) Time allowed—1.30 hrs. Max. Marks—50  (i) How to install and use basic input/output devices. (ii) Practical knowledge of MS-Word, MS-Excel and MS Power Point. (iii) Managing files/folders in MS Word, MS Power Point. (iv) Accounting on Computers (50 Marks).

1	2	3
After paper-IV in Part-II of Appendix ★ Syllabus.	Nil	Time Allowed—2.30 Max Marks—100  Local Rules and Public Works Accounts Code (Without Books).  1. Center's Public Works Account Code (Excluding portion- relating to Administrative Matters).  2. Account Code Volume-III (Chapter I, II, III, Section 1, 2, 5 & 6).

